

10.1 MISSION

The mission of the Idaho Transportation Department (ITD) is to provide high quality, cost-effective transportation systems that are safe, reliable, and responsive for the economical and efficient movement of people and products. The mission of ITD's maintenance efforts is to provide the best possible resources and services to ITD, other agencies, and the public to keep Idaho's state highways and associated facilities safe, reliable, and efficient.

10.2 VISION

It is our vision that users of the state highway system will be served by one of the best maintained and operated transportation systems in the country. This system will meet those users' expectation of both service and cost. The maintenance staffs will work together as a team with our internal and external customers to bring this vision to reality.

10.3 MAINTENANCE DEFINITION

Maintenance of the roadway systems is the primary way in which ITD carries out its goal of providing a safe, efficient transportation system on a day-to-day basis. Roadway maintenance includes maintaining the traveled lanes, the shoulders, minor drainage structures and drainage surfaces, roadsides, signs, markings, lighting, bridges, safety hardware, and other appurtenances.

Preventative maintenance is a planned strategy of cost-effective treatments to an existing roadway system and its appurtenances that preserves the system, retards future deterioration, and maintains or improves the functional condition of the system.

Maintenance assumes a primary role in safeguarding the safety and efficiency of the roadway network by responding to the short-term maintenance needs on the roadway system, such as potholes, damaged guardrails, wash-outs, knocked down signs and signals, traffic accident cleanup, material and cargo spills, flood damage, landslide damage, rock falls, blizzards, wind storms, etc.

10.4 PURPOSE

The purpose of this manual is to provide a supplement to the [Maintenance Operations Procedures \(MOP\) Manual](#), giving basic direction to operating personnel for performing maintenance activities on the state highway system.

10.5 MAINTENANCE FACILITIES

Maintenance activities are conducted from the facilities at six district headquarters locations (including shops), maintenance foreman area stations, and satellite stations. The location of these facilities is shown in [Figure 10-4](#).

10.6 EMERGENCY ASSISTANCE AND ABANDONED VEHICLES

If a vehicle is hindering emergency, maintenance, or highway operations, you may offer emergency assistance. Use good judgment when making this decision. If you decide to lend assistance, have the motorist sign an “Emergency Assistance” form (ITD-1993) before moving the vehicle. Then move the vehicle so it no longer interferes with emergency, maintenance, or highway operation-no farther.

According to the state statute, 49-1301, the driver of any vehicle involved in an accident,.....resulting only in damage to a vehicle shall immediately stop(without obstructing traffic more than is necessary) the vehicle at scene.

In a non-injury accident, you or law enforcement may request the driver to move his/her vehicle to an area as to not obstruct traffic more than necessary.

Use the following procedures to remove abandoned vehicles from the highway:

1. Notify the state police or sheriff's office when any parked vehicle on state highway right-of-way, outside of the city limits, that ;
 - The vehicle poses an immediate threat to the life and safety of the traveling public,
 - If left in place, could cause a future traffic hazard,
 - Or does not impact traffic but has not been moved for more than 24 hours.
2. Make a diary record and submit the following information to the state police or sheriff's office:
 - The make, year, model, color, and license plate number of the vehicle.
 - The approximate location of the vehicle (by route and milepost).

When requested in writing, you may assist law enforcement officials in removing abandoned vehicles.

10.7 PUBLIC RELATIONS

You represent the Idaho Transportation Department and should treat the public with courtesy. When offering assistance or services, be sure that your actions will not

place you or the state under liability for damage. [Form ITD-1993](#), Emergency Assistance Release Form, is available for releasing you or the state of any liability.

10.8 DISASTER PROCEDURES

The responsibilities below are established in [Administrative Policy A-05-38](#).

10.8.1 Disaster Assistance

State law only authorizes department employees and equipment to work on State Systems. The Governor, however, can authorize assignments off State Systems by an Executive Order. In the case of a gubernatorial and/or Presidential declared disaster, ITD may be assigned emergency mitigation, preparedness, response, and recovery functions on or off State Systems.

After an emergency declaration has been made or a declaration is imminent, department employees that are requested to assist any state or local agency (ies) shall request Headquarters Maintenance to have Financial Services set up an individual work authorization code and accounts receivable number for each affected location by agency jurisdiction. Responding employees should use this work authority on all charges relating to assistance, to allow ITD to bill for reimbursement from the responsible agency(ies).

These procedures are intended to assist the State of Idaho Emergency Plan developed by the Bureau of Disaster Services. The State of Idaho Emergency Plan sets forth responsibilities for accomplishing disaster-related relief and recovery activities in support of local governments in Idaho.

10.8.2 Disaster Hazards

The Hazards listed below include all perceived hazards and list the responsibilities that may require ITD involvement.

Natural emergencies and disasters:

- Forest and Range Fires
- Floods
- Volcanic Eruptions
- Severe Storms
- Earthquakes
- Landslides

Man-made emergencies and disasters:

- Threats of National Security
- Terrorism Attack
- Hazardous Materials Accidents
- Forest and Range Fires

General ITD emergency responsibilities:

- Air Restriction
- Vehicle Registrations

- Airport Repair and Reconstruction
- Aerial Search and Rescue
- Civil Air Patrol Liaison
- Debris Clearance
- Traffic Control
- Implement Emergency Highway Traffic Regulation Plan
- Support state and local agencies for other public facilities
- Various Truck Permits
- Road Closure Management
- Road Repair and Reconstruction
- Bridge Repair and Reconstruction

When documenting time sheets or other records, the material, labor, equipment, and rentals must be charged to appropriate accounting codes, i.e., work authority, project, accounts receivable, activity codes, etc.

10.8.3 Emergency Relief (FHWA-ER) Program

This program only applies to the State and Local Federal-Aid System.

10.8.3.1 Definition

The Emergency Relief (FHWA-ER) Program is to provide assistance funds for repair of highway facilities severely damaged by a major catastrophe or natural disaster. See the "[Emergency Relief Manual](#)" published by the U.S. Department of Transportation Federal Highway Administration and ITD [Administrative Policy A-01-26](#).

10.8.3.2 Qualifications

The President and/or Governor must sign a state of disaster emergency proclamation. Upon receipt of the proclamation, ITD will request assistance from the FHWA. The Headquarters Maintenance Engineer can request Emergency Relief (ER) assistance when the state highway sustains serious damages of more than \$5,000 per site and exceeds \$700,000 accumulated damages.

10.8.3.3 Emergency Response Phase

The District Engineer will take action to:

1. Identify the damage as a state and local federal-aid route prior to committing resources.

2. Close the road only to protect the safety of the public or protect the highway from future damage (follow road closure and reporting procedures per [Section 330.2](#) of this manual).
3. Safely survey section for any stranded motorists.
4. Implement measures to limit future damage.
5. Identify and implement detour or bypass routing if necessary.
6. Coordinate traffic control with Idaho State Police and/or local law enforcement and local highway jurisdictions.
7. Refer to the Maintenance Operations Procedures, specifically activity codes M422 and M423 for ALL time sheet entries. Compile field reports from diaries.
8. Set up the communication protocol between the district, headquarters, and the Emergency Operations Center with points of contact.
9. Develop (a) an inventory of damaged locations, (b) an estimate of the repair and replacement costs, and (c) the amount of time the route will be closed. Then communicate this information to the Headquarters Maintenance Engineer.
10. Inform Public Affairs of activities and response situation reports.

In addition to the above, the following procedures apply to the Local Federal-Aid System:

11. Authorize any off system work after receiving a "Mission Request" authored by the Bureau of Disaster Services and signed by the Headquarters Maintenance Engineer or higher authority. If assistance cannot be given, contact the Headquarters Maintenance Engineer to coordinate assistance from other sources.
12. Coordinate with the Bureau of Disaster Services through the Headquarters Maintenance Engineer.
13. Coordinate with the local agency operating within the "Mission Request."
14. Any direct local requests for assistance must be passed on to the Bureau of Disaster Services through the Headquarters Maintenance Engineer.

The Headquarters Maintenance Engineer, acting as the department Emergency Management Coordinator, will take action to:

1. Inform Executive Management and other state agencies of activities and response situation reports.
2. Coordinate department efforts with FHWA and BDS in areas of staffing the EOC, mission request approval, assessment teams, and letters of request.

10.8.3.4 Emergency Repair Phase

The District Engineer will take action to:

1. Assure that the road is open with temporary repairs as soon as possible.
2. Assign personnel for FHWA Detailed Damage Inspection Report (DDIR) teams as needed, as requested by the Headquarters Maintenance Engineer.
3. Request the Headquarters Maintenance Engineer to obtain a project number.

The Headquarters Maintenance Engineer will take action to:

1. Report department activities to Executive Management, FHWA, and the Governor's Office through the Bureau of Disaster Services.
2. Obtain a work authorization code and accounts receivable number for each location by agency jurisdiction. This code should be used for any charges relating to that assistance, i.e., employee time, expense reports, equipment charges, and supply requests.

10.8.3.5 Permanent Repair Phase

Project design and construction will be integrated into the highway programming system and treated like all other projects. Some unique restrictions apply, such as limited time frames. Refer to the "[Emergency Relief Manual](#)" published by the U.S. Department of Transportation Federal Highway Administration.

10.8.4 Federal Emergency Management Agency (FEMA) Program

This program applies to the Local NON-Federal-Aid System and other Public Works requests.

10.8.4.1 Definition

The FEMA program is to provide funds to a state and its affected local governments impacted by a major catastrophe or significant disaster or emergency. The Federal Response Plan (FRP) is to facilitate the delivery of all types of federal response assistance to states to help them deal with the consequences of significant disasters. See the Federal Response Plan published by FEMA.

10.8.4.2 Qualifications

The FEMA disaster program starts when there is a Presidential Disaster Declaration. The county first declares a disaster situation and requests state assistance. The Governor then reviews the request and upon the signing a state of disaster emergency proclamation allows state resources to be used to assist that county. If the damages are catastrophic, a Presidential declaration can be enacted that brings to bear the capabilities of all federal departments and agencies to save lives, relieve suffering,

and protect property. The Presidential declaration is then coordinated through the disaster program administered by FEMA.

10.8.4.3 Emergency Response Phase

The District Engineer will take action to:

1. Identify the damage as a Local NON-Federal-Aid System and other Public Works route prior to committing resources.
2. Authorize any off system work, only after receiving a "Mission Request" authored by the Bureau of Disaster Services and signed by the Headquarters Maintenance Engineer or higher authority.
3. Coordinate with the Bureau of Disaster Services through the Headquarters Maintenance Engineer.

10.8.4.4 Emergency Repair Phase

The District Engineer will take action to supply personnel for Damage Survey Teams (DSR), if requested by the Headquarters Maintenance Engineer.

The Headquarters Maintenance Engineer will take action to:

1. Report department activities to the Governor's Office through the Bureau of Disaster Services.
2. Coordinate the "Mission Requests" from the Bureau of Disaster Services.
3. Supply personnel for the Disaster Field Office (DFO) as needed.
4. Perform coordination between the districts and ITD with BDS, FHWA, FEMA, and any other state and federal agencies.

10.8.4.5 Permanent Repair Phase

Local NON-Federal-Aid System and other Public Works projects are managed by others. Any ITD facility permanent repairs need to be coordinated through BDS.

10.8.5 Rental Rate Program

This program applies to construction equipment.

10.8.5.1 Definition

The Rental Rate Program is to provide the state and its affected local governments a standard for construction equipment ownership and operating expense. See the Manual for Equipment Rental Rates published by the Local Highway Technical Assistance Council (LHTAC).

10.8.5.2 Qualifications

LHTAC developed the Manual for Equipment Rental Rates to assist contractors and local agencies during disasters. These rates have been accepted by ITD, FHWA, Bureau of Disaster Services, and FEMA and can be used during the disaster response phase. Disaster assistance for equipment is limited to ownership and operating costs.

If we use department-owned equipment, we must use department rental rates published by the Headquarters Maintenance Section.

10.8.5.3 Emergency Response Phase

The District Engineer will take action to:

1. Apply the Equipment Rental Rates to any assistance from State and local agencies during the response phase.
2. Assist the state and local responders with the rental rate procedures outlined in the Manual for Equipment Rental Rates.

10.10 ALLOCATION AND MANAGEMENT OF THE HIGHWAY MAINTENANCE BUDGET**10.10.1 Highways (501) Operation Budget**

The Maintenance Engineer shall allocate funds to each District for highway maintenance operations, including purchase of highway maintenance materials and contracting maintenance services on the basis described below.

10.10.2 Allocation Formula

The maintenance allocation is calculated from the following maintenance budget categories and identified needs of each District and then converted to a percentage of the total dollar amount of maintenance funds that are available.

Anti-skid Materials (STKP)

The allocation for producing anti-skid stockpiles is based one-half on the District's percentage of the total statewide lane miles and one-half on usage and cost of the material over the last five years per District.

State and Anti-Icing Products

The allocation for salt and other deicing chemicals is based one-half on the District's percentage of the total statewide lane miles and one-half on usage and cost of the material over the last five years per District.

Asphalt and Plant Mix

The allocation for asphalt and plant mix materials is based one-half on the usage and

cost of these materials over the last five years. The other half is based on the District's percentage of the total statewide miles of pavement with a Crack Index of 2.5 or less, or with an average rut depth equal to or greater than 0.5 inches.

Highway Materials

The highway material category is for the purchase of miscellaneous highway materials, i.e., guardrail parts, sign posts, delineators, etc. The allocation for highway materials is based one-half on the usage and cost of these materials over the last five years. The other half is based on the District's percentage of the total statewide centerline miles of pavement.

Striping Paint and Beads

The allocation for paint and beads twenty-five percent (25%) on the District's percentage of the total lane miles, twenty-five percent (25%) on vehicle Miles Traveled (VMT) and fifty percent (50%) on usage and cost of the material over the last five years per District.

Maintenance Agreements

The allocation for highway labor, rest area maintenance, noxious weed control, and gopher control agreements is based one-half on usage and cost over the last five years per District. The other half will be based on the District's percentage of the total statewide centerline miles of pavement.

Contract Maintenance Activities (STM)

The allocation for the STM program is based one-half on the District's percentage of the total statewide lane miles and one-half on usage and cost of the material over the last five years per District. Contract maintenance activities can include brooming, bridge maintenance/repair, guardrail installation, mowing, herbicide application, ditching etc. generally pavement maintenance should be funded through the state or federal aid construction program; however, these projects can be funded in the STM program if the work is considered an emergency. The allocation for contract maintenance activities shall be based upon demonstrated and justified needs.

10.10.3 Responsibility for Budgeting and Planning

Each District has the flexibility in determining their specific maintenance priorities within the allocated funds. The District Engineer shall establish and maintain a one (1) year (minimum) District Highway Operations Maintenance plan and budget. The plan and budget shall include anticipated expenditures for each of the seven categories and include breakdowns for routine reactive work as well as location and cost information for planned or special projects in any of the categories. The plan and budget shall be submitted annually by April 1 of each year to the Maintenance Engineer who maintains the statewide computerized record.\

The District Engineer is encouraged to add or delete projects, or otherwise modify budget allocations as needed to meet immediate and long-term maintenance and operations requirements. Coordination of contract maintenance projects with federal and state construction projects is also encouraged.

The Maintenance engineer shall review the plan and budget in April and make recommendations to the Division of Highways Business Manager for allocation of each District's share of the Division of Highways annual legislated budget authority for maintenance and operations. Quarterly updates will be used to monitor the plan and budget.

The Division Highways Manager will use the District maintenance plan provided by the Maintenance and the budget sub-allocations provided by the District to monitor the District's total financial commitments and shall make recommendations to the Chief Engineer for establishing or modifying the Division's operations budget and related allocations.